



CITY OF ATLANTA

Job Announcement

BUDGET MANAGER

STARTING SALARY: \$46,530
SALARY GRADE: 24

Applications Accepted From: June 20, 2005 until July 1, 2005

Minimum Job Requirements

Bachelor's degree in Business/Public Administration, Finance, Accounting or related field required; **and** three years of professional financial experience in at least one of the following areas: contract interpretation, accounting, budget management, or financial analysis experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Supervisory experience required.

Duties of the Job

The purpose of this job is to perform administrative/management functions associated with budgetary activities within an assigned department. Duties include, but are not limited to: supervising staff; directing activities; preparing departmental budget; preparing comprehensive development plan and management goals and objectives; preparing goals and expenditure projections; and generating reports and forms.

To Apply For This Position

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

THIS POSITION REQUIRES THE SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION THAT MAY INCLUDE, BUT IS NOT LIMITED TO, AN ARREST RECORDS CHECK, VOICE STRESS ANALYSIS, EMPLOYMENT HISTORY CHECK, DRUG TESTING, ETC.